CURRICULUM VITAE

**ANKITA JOSHI**

HR Executive- I process Services (I) Pvt Ltd

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**EXECUTIVE SUMMARY**

* A dynamic professional offering 2.9 years of experience in HR Administration , Coordinationand Recruitment - General Administration, Coordinate and communicate with clients and candidates for new opportunities, Compile and update database, Assisting HR activities, Induction and Orientation process, Issuing letters, Training and development, HumanResource Management.
* Master’s degree with reputed university (INDIA) in 2016.
* A versatile, high-energy professional and strong organizational skills with the ability to multi-task, targets oriented approach within time schedule.
* To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment.
* Abilities in handling multiple priorities, with a bias for action and a genuine interest in personal and professional development.

PROFESSIONAL EXPERIENCE

**HR Coordinator**

I Process Services (I) Pvt Ltd.-Gurgaon **January2018- Till date**

* Handling in coordination of HR and administration duties for all PAN India Branches.
* Taking care of complete Bank Account and KYC updation.
* Managing re-issuanceof salary cheques.
* Issuing Negative letters in terms of absconding and performance.
* Understanding of confirmation and maternity process.
* Handled complete Appointment Letter and ID Card division.
* Proper data management and presentation.
* Ensuring the compliance and TAT for the authorized work.
* Coordinating with the branch heads for closures.

**HR Executive**

Round Ark Technologies - Noida **August16 – October 17**

* Conducting and supervising the recruitment & Selection process.
* Responsible for complete Joining & Orientation formalities of new employees.
* Maintaining database and personal files.
* Preparing offer and appointment letters and annual track list of increments and confirmations of employees.
* Assisting in framing, analyzing and revising the existing HR Policies.
* Coordinating in payroll compensation, attendance and maintaining the leave record of employees.
* Planning and organising employee engagement activities including Birthdays, Festivals.
* Advising the employees on queries regarding remuneration, promotions &benefits.
* Ensuring that all departments comply with the policies, laws and regulations established within the organization.
* Analyzing training needs as per the need and requirement of the departmental managers.
* Responsible for complete exiting formalities and taking care of F&F Settlements.

IT Recruiter

Mastech Holdings Incorporation- Greater Noida **January 16 – July 16**

* Handling full recruitment cycle including requirement gathering, job posting on portals, sourcing, short listing, screening, prepping candidates before interview, post interview follow ups, negotiation, preparing offers and closures.
* Sourcing candidates from various job boards, employee referrals.
* Contacting candidates through phones and e-mails.
* Doing regular follow-up with candidates and managing candidates’ pipeline.
* Presenting candidates to the management team applying high quality standards.
* Scheduling interviews, briefing and debriefing candidates before and after interviews.
* Following-up with the candidates on till joining dates.
* Maintaining a database of the candidates and the client to proceed systematically and providing timely response to the client.

ACADEMIC QUALIFICATION:

# Masters in Business Administrationfrom Uttaranchal University in 2016.

# Bachelors in Business Administration from Amrapali Institute(KU) in 2014.

# Intermediate from Little Scholars (CBSE Board), in 2011.

# High Schoolfrom Little Scholars(CBSE) in 2009.

STRENGHTS

* Ability to work independently with minimal supervision.
* Good communication skills & corporate etiquette.
* Strong attention and Positive attitude.
* Great zeal to learn new technologies and new things.
* time management & Team Spirit.

TECHNICAL SKILLS:

Recruitment

Documentation

Onboarding

Induction/Orientation

Team Work

EmployeeEngagement

DataManagement

Employee Grievances

DECLARATION

I hereby declared that the information provided by me is accurate or genuine to the best of my knowledge.

**Date: Ankita Joshi**

**Place:**